

**DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS EUROPE DISTRICT
HUMAN RESOURCES OFFICE
APO AE 09096**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: E-18-98

OPENING DATE: 19 JUNE 1998

CLOSING DATE: 6 JULY 1998

POSITION: PROGRAM ASSISTANT (OFFICE AUTOMATION), GS-303-6 (TARGET GS-7)*

***NOTE:** The incumbent may be promoted noncompetitively to the GS-7 level, provided work at the higher level continues to exist, the incumbent has demonstrated the ability to perform the work and time-in-grade and other administrative requirements are met.

SALARY: \$22,258 - \$28,936 PER ANNUM

LOCATION: U.S. ARMY CORPS OF ENGINEERS, EUROPE DISTRICT, PROGRAM MANAGEMENT BRANCH, WIESBADEN, GERMANY

POINT OF CONTACT: EFFIE WOODRUFF, DSN 336-2715 OR COMMERCIAL 0611-816-2715

AREA OF CONSIDERATION: ALL U.S. ARMY ENGINEER DISTRICT US EMPLOYEES IN THE WIESBADEN COMMUTING AREA WHO ARE SERVING ON APPOINTMENTS WITHOUT TIME LIMITATIONS.

SUMMARY OF DUTIES: In a developmental capacity, under closer than normal supervision: is responsible for gathering and compiling information necessary in the preparation of DD Form 1354, Transfer and Acceptance of Military Property and facility cost analysis. Prepares interim and final DD Form 1354s on all projects as required by regulation and customer agreements. Prepares charts, graphs and analyses to be used in briefings, presentations and inquiries depicting program status and information retrieved from Corps-unique systems such as COEMIS/CEFMS and AMPRS/PROMIS. Assists in preparing recurring and special DD Form 1354 status reports. Provides backup support to branch timekeeper. Types from various formats a variety of technical and nontechnical documents.

QUALIFICATION REQUIREMENTS: One year of specialized experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level. TYPING SPEED OF 40 WORDS PER MINUTE IS REQUIRED.

SUPPLEMENTAL EXPERIENCE STATEMENT: It is mandatory that the applicant address the knowledge, skills, and abilities (KSA's) which are listed below. Applicants are encouraged to use separate sheet of plain paper to describe their experience, education, and training which demonstrates possession of the knowledge, skills, and abilities required for successful performance of the duties of this position. The applicant's supplemental experience statement is not used to determine minimum qualification requirements.

1. Knowledge of and skill in operating a personal computer and experience using various computer.
2. General knowledge of mission and functions of the organization.
3. Ability to gather and analyze data.
4. Ability to communicate both orally and in writing.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER

REPROMOTION CONSIDERATION: DOD candidates who have been demoted from this or a higher grade without personal cause will be given consideration for repromotion to position. Candidates who believe they are entitled to such consideration should forward a description of the circumstances with their application. Consideration of candidates for repromotion will precede efforts to fill the position by competitive procedures.

HOW TO APPLY: Submit the following to the address below:

(1) SF 171, APPLICATION FOR FEDERAL EMPLOYMENT; OF 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; or a resume or written format of your choice. If you submit a resume or optional format, you must ensure that the information required in OF 510, APPLYING FOR A FEDERAL JOB, is provided. Contact your servicing Human Resources Office for a copy of OF 510.

(2) On plain paper, please describe any training, education, work experience, or other activities which demonstrate the degree to which you possess each KSA. Please sign and date each supplemental sheet. Providing this information is mandatory. Failure to provide will result in no further consideration.

(3) SUPERVISORY EVALUATION JOB RELATED FACTORS: This form is designed to elicit specific rating from your supervisor on the highly qualifying criteria. You MUST submit this appraisal in order to be considered. Exceptions will be made for applicants not currently employed or applicants who do not have a supervisor available to complete a rating. In such cases, applicants MUST submit an explanation for the lack of an appraisal.

(4) OPM Form 79-2, (Background Survey Questionnaire) You are requested to complete and submit this form with your application. Completion is voluntary, and personnel selections are not made based on this information.

(5) SF-50, Notification of Personnel Action, if you are not employed by this activity. This is used as proof of status of current or last appointment and MUST be submitted.

(6) Most recent annual Employee Performance Appraisal.

EQUAL EMPLOYMENT OPPORTUNITY: Evaluation of qualifications and consideration for placement will be made on a fair and equitable basis without regard to race, religion, color, lawful political or other affiliation, marital status, sex, age, national origin or physical handicap provided such handicap does not preclude performance of required duties.

PRIVACY ACT REQUIREMENTS (P.L. 93-579): The forms referenced in this announcement are used to determine candidates' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361. The social security number is not required for this purpose and may be deleted from the form.

SUBMIT APPLICATION TO THE HUMAN RESOURCES OFFICE, U.S. ARMY CORPS OF ENGINEERS, EUROPE DISTRICT, ROOM 700, AMELIA EARHART OFFICE CENTER, KONRAD ADENAUER RING 39, WIESBADEN, GERMANY, IN SUFFICIENT TIME TO REACH THIS OFFICE NO LATER THAN CLOSING DATE OF THIS ANNOUNCEMENT.

SUPERVISORY EVALUATION JOB RELATED FACTORS

SUBMISSION OF THE SUPERVISORY EVALUATION OF JOB/RELATED FACTORS IS REQUIRED FOR CURRENT FEDERAL EMPLOYEES APPLYING FOR PROMOTION OPPORTUNITY. (Employees who have relocated and cannot meet this requirement must indicate so below.)

METHOD OF EVALUATION: Applicants first will be evaluated to assure that they meet minimum qualifications eligibility requirements established by OPM, and that they satisfy any selective factors or conditions of employment required in the job. Applicants who meet all the requirements will be evaluated further in terms of job related knowledge, skills, and abilities, to determine the best qualified candidates for referral to the selecting supervisor.

PLEASE CIRCLE APPROPRIATE NUMBER TO INDICATE LEVEL OF PERFORMANCE

4 = Superior 3 = Highly Successful 2 = Fully Successful 1 = Marginal 0 = Unable to Appraise

**EVALUATION FACTORS:
PERFORMANCE:**

LEVEL OF

1. Knowledge of and skill in operating a personal computer.	4	3	2	1	0
2. General knowledge of mission and functions of the Organization.	4	3	2	1	0
3. Ability to gather and analyze data.	4	3	2	1	0
5. Ability to communicate effectively both orally and in writing.	4	3	2	1	0

SUPERVISOR'S SIGNATURE

DATE

I CERTIFY THAT MY MOST RECENT PERFORMANCE APPRAISAL IS AT LEAST SUCCESSFUL.

APPLICANT'S PRINTED NAME AND SIGNATURE DATE